



CITY OF AUBURN

Administrative Services Department

1225 LINCOLN WAY • AUBURN, CA 95603 • PHONE (530) 823-4211 • FAX (530) 885-5508

Request for Qualifications for Utility & Telecommunications Audit Services

Date Issued: March 17, 2015

Date Due: April 1, 2015

I. Introduction

The City of Auburn, California (“City”) is seeking to obtain proposals for audit services of municipal utility bills and telecommunications bills. The following are to be included in this audit:

1. Utilities – City accounts for gas, electricity, water, recycling, and/or other expenditures incurred by the City.
2. Telecommunications – telephone line fees, data circuits, cell phone charges, air cards and/or other telecommunication expenditures incurred by the City.

The City is seeking proposals from qualified professional firms that have a proven track record in utility and/or telecommunication auditing. The Firm’s personnel should have the knowledge and expertise to audit charges and coordinate with third party vendors to resolve problems, receive the maximum refunds due in a timely manner and advise the City on cost savings strategies

II. RFQ Instructions

A. Completing the RFQ

Interested parties may include written responses which address every requirement. If you would like to attach documentation to support your answers, please do so; however, the summary answers should stand on their own. The quality of the response to the RFQ will be viewed as an example of the vendor’s capabilities. If you require any clarification, provide the questions via e-mail to Dylan Feik (dfeik@auburn.ca.gov) a minimum of two (2) business days prior to the due date of this RFQ.

B. Format, Due Date

Responses are ***due no later than 1:00pm on Wednesday, April 1, 2015***. Late responses will not be considered. Please submit responses to:

Office of Administration Services
City of Auburn

1225 Lincoln Way
Auburn CA. 95603

Proposals may also be submitted electronically to:

sconley@auburn.ca.gov

Your completed reply should be e-mailed as an RTF Word compatible document. If you wish to include attachments please do so. Hard copies may be mailed to the address above.

All submitted responses will be considered the property of the City of Auburn.

Name one person to be the coordinator for your RFQ response and for any clarification activities which might be necessary.

Contact Name:

Company:

Title:

Address:

Phone:

E-mail

C. Contract

If you require a contract for this work please include it.

D. Confidentiality

All material submitted by the City of Auburn must be treated as confidential and cannot be used for any other purpose than the response to this RFQ. Information submitted by any vendor will be considered confidential to the City of Auburn and will not be used for any other purpose than evaluating vendor responses.

E. Selection Process

These key factors will influence Auburn's decision in selecting the solution and the vendor providing it:

1. Meets all requirements set forth in the RFQ.
2. Price, including
 - shared savings methodology and structure
 - discounts or available credits
3. Time frame
4. Overall vendor qualifications, including:
 - Overall experience and reputation in the industry
 - Completeness of the proposal
 - References
 - Service and support resources
 - Acceptance of the City's standard terms and conditions

F. Disclaimer

This RFQ does not commit the City of Auburn to any specific course of action. The City of Auburn reserves the right to not select any vendor or purchase any goods and services resulting from this RFQ.

III. Vendor Background

A. Company Information

1. List your company's legal name, address, email and telephone number.
2. How long has your company been in business?
3. How long has your company been providing this product and service.

B. References

Provide a minimum of three (3) references for customers you have performed similar work for, preferably within the State of California. Include contact names, telephone numbers, and addresses.

SCOPE OF WORK

Successful Firm shall perform the following services:

1. Provide a list of current service inventories and purposes, identify any accounts, numbers not currently in use
2. Review all current invoices.
3. Review billed rates, charges, tariffs, and fees against contract and tariff terms
4. Document billing errors and contract errors
5. Identify credits needed for overcharge errors
6. Assist in filing claims and monitoring recovery of overcharges
7. Evaluate bill consolidation by location
8. Provide a written report of findings
9. Provide clear options that may result in future savings for the City
10. Assist in implementation of options resulting from this project under direction of the City

The selected Firm is expected to directly perform the work to gather the data necessary to successfully complete the audit. Where necessary the vendor must work directly with providers to access billing records and existing contracts through letters of authorization provided by the City. The City is seeking a qualified Firm to perform the audit services not only on current billing, but on past billing. The City is willing to extend the Firm's shared savings methodology to all past invoices.

Proposals must provide clear details of Terms and Conditions proposed. This should include but not be limited to a clear explanation of Firm's needs and expectations from City, definition of shared savings determination, shared savings percentages, one-time savings, future savings and other major details. The City desires to use this RFQ to determine an appropriate Firm to perform the work as outlined in the RFQ. The City reserves the right to reject proposals that are confusing and/or lack sufficient details.

The City desires to negotiate a shared savings contract for a one-time audit with an optional future shared savings component not to exceed a twelve (12) month period. The City reserves the

right to accept a one-time audit or a one-time and future savings component as negotiated with the successful Firm.

The awarded Firm is not entitled to any fees based on reductions in costs that were produced by any actions initiated prior to the start date of the awarded vendor's audit or separately from the audit.

STANDARD TERMS AND CONDITIONS

Payment

Payment schedule will be negotiated in a final contract with the awarded Firm.

Licenses, Permits and Applications

The awarded Firm is responsible to obtain appropriate licenses, permits and/or applications for the successful completion of this project. The City will assist in this effort if necessary.

Vendor W-9 Form

The awarded Firm shall submit a completed Vendor W-9 Form to the Administrative Services Department to process accounts payable. Vendors who have already submitted a form for another separate purchase order are not required to submit another form.

Indemnification

Successful Firm shall defend, indemnify and save harmless the City of Auburn and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, sub-contractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful vendor indemnifies and will indemnify and save harmless the City of Auburn from liability, claim or demand on their part, agents, servants, customer, and/or employees whether such liability, claim or demand arise from event or casualty happening upon or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful vendor shall pay any judgment costs, which may be obtained, against the City of Auburn growing out of such injury or damages.

Firm Affirmation

Signing this bid with a false statement is a material breach of contract and shall void the submitted bid or any resulting contracts, and the Firm shall be removed from all bid lists. By signature hereon affixed, the Firm hereby certifies that:

The vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid.

Rights to Data, Documents and Computer Software (City Ownership)

Any software, research, reports, studies, data, photographs, negatives or other documents, drawings or materials prepared by Firm in the performance of its obligations under this contract shall become property of the City and all such materials shall be delivered to the City by the Firm upon completion, termination, or cancellation of this contract.

REQUEST FOR QUALIFICATIONS FOR
UTILITY & TELECOMMUNICATIONS AUDIT SERVICES
FOR THE CITY OF AUBURN, CALIFORNIA

The undersigned certifies to comply with all instructions and requirements included in this solicitation packet.

The undersigned certifies the foregoing proposal has been carefully checked and is submitted correct this _____ day of _____, 2015.

COMPANY NAME

Signature